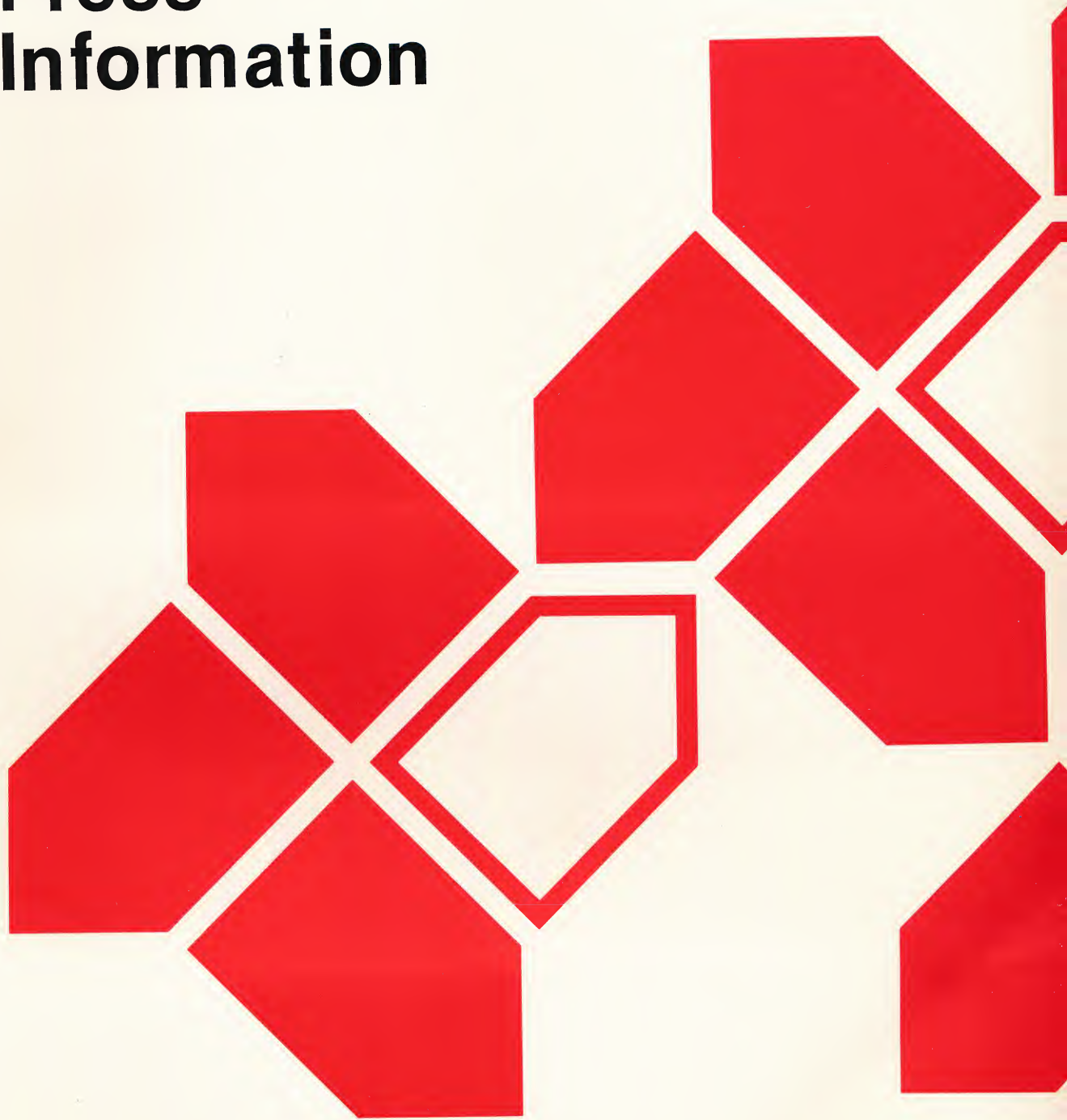


Press Information





Basic Four Corporation Announces The **Contractors Accounting System**

General contractors and subcontractors can now afford and experience the most modern techniques in accurate, fast and profitable job cost accounting.

The Contractors Accounting System provides:

Fully integrated applications which allow the client to update all possible accounts with a single entry

Comprehensive Job Cost Reporting System which will print various reports or give instantaneous information on easy-to-read display terminals

Easy-to-operate - the user is continuously tutored through each step of operation

Multiple company processing on single system

Standard Applications:

- job cost
- accounts payable
- subcontractor ledger
- multi-state payroll
- general ledger
- fixed assets
- financial statement
- accounts receivable

Other Related Applications:

- check reconciliation
- estimating
- equipment costing
- inventory
- loan disbursement
- property management

For more information, contact your nearest Basic Four representative or write to:

Basic Four Corporation
14101 Myford Road
Tustin, CA 92680



We'd like to say a few words...about DataWord II™.

DataWord II™ from Basic Four Corporation brings words and data together to give you advanced information processing.

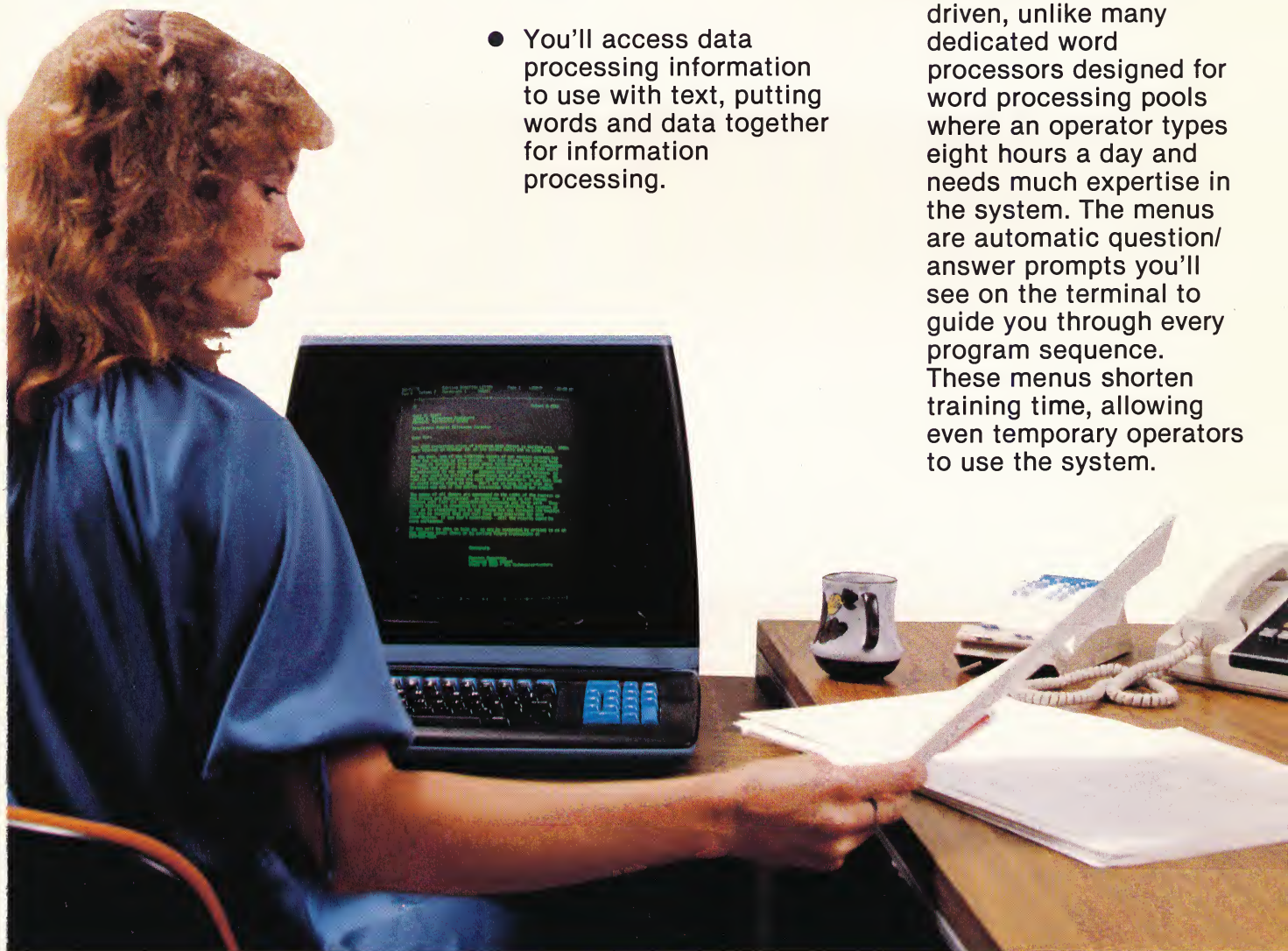
- One terminal operates as a data processor, word processor, or both. Provides true multifunctionality to the customer. Two tasks for the price of one!

- DataWord II lets you increase the return on your investment in time and people. The average secretary types less than two hours a day. How would you like her to be able to type letters one minute, then do data entry or inquire into accounts receivable the next? On one keyboard? With DataWord II that's easy.

- You'll access data processing information to use with text, putting words and data together for information processing.

- If you're planning to buy a word processor...get more than a word processor! Buy a system that can keep improving. With DataWord II you get a building block...later you can add electronic mail, communications, and program products like our Client Accounting System™.

- DataWord II is menu-driven, unlike many dedicated word processors designed for word processing pools where an operator types eight hours a day and needs much expertise in the system. The menus are automatic question/answer prompts you'll see on the terminal to guide you through every program sequence. These menus shorten training time, allowing even temporary operators to use the system.



Specialized Features

Multiprogramming – Fully integrated with the “host” computer providing concurrent data and word processing.

System Security – Protects documents against changes or revisions from unauthorized personnel. Document access is limited to only those operators assigned proper levels of security.

Integrated Letter Generator – Provides for the preparation and printing of “standard” letters incorporating variables from data files.

Document Status Reports – Provides printout of documents or document listing by document name, operator name, originator name, or origination date to monitor production or to purge system.

* **Column Functions** – A column of text/numbers can be edited, decimally aligned, centered, justified, moved, or have a total verified without affecting text outside the column.

Prompt Menus (Column and Command)
– Prompt menus are constantly available for the operator.

* **Section Protect** – Protects specified block of text from adjusting or repaginating (e.g., graphs and charts).

Document Copy Utility – Creates a separate copy by page or document.

Control Key – Used in conjunction with another key to reverse the effect of that key (e.g., Control plus Case causes all alphabetic characters to display as lower case).

Input Features

Stored Multiple Formats – Stores up to 24 different formats of standard or often used documents such as interoffice memos, letters, or proposals. Eliminates setting margins, tabs, and line spacing for each document.

Word Wraparound – Automatically places on the next line a word that does not fit onto the line being typed.

Adjust and Paginate – Adjusts line endings and pagination automatically to conform to new settings. Prevents widow lines (the first line of a paragraph appearing as the last line on a page). Automatically divides documents into pages of a specified length.

Annual Sales Report

		MONTHLY STATISTICS		
JANUARY	\$567.00	\$ 89	7,987	454
FEBRUARY	\$500.88	\$ 78	34,876	796
MARCH	\$ 67.88	\$ 88	345	936
APRIL	\$123.88	\$100	83,000	904
MAY	\$ 89.99	\$ 23	7,907	54
JUNE	\$345.99	\$ 39	456	994
JULY	\$ 2.00	\$ 99	963	254
AUGUST	\$567.00	\$ 77	1,876	754
SEPTEMBER	\$ 55.00	\$ 33	852	454
OCTOBER	\$221.99	\$ 12	345	304
NOVEMBER	\$ 56.88	\$ 18	8,723	204
DECEMBER	\$ 90.00	\$ 99	25,000	104

72,530

December 1979

		MONTHLY STATISTICS		
JANUARY	\$567.00	7,987	454	
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172,330

Annual Sales Report

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172,330

Horizontal scrolling and column editing features let you produce wide documents such as accounting statements and graphs. Typewriter quality printing combined with word processing efficiency!

* **Underline, Boldface, Sub and Superscript** – Lets you indicate the beginning of a display attribute, e.g. underlining, instead of backspacing and setting the attribute on a character by character basis.

Centering – Automatically centers a word or text segment between the primary margins with a single keystroke instruction.

- * **Line Spacing** – Single and double line spacings for specific text combinations can be applied to each paragraph of a document with a single keystroke instruction. Allows typed copy output, with the indicated spacing, without physically resetting the printer.

Temporary Margin – Sets different margin settings with a single keystroke instruction for use within the body of a document. Affects both left and right margins.

Cursor Positioning – Cursor moves quickly through the use of word, sentence, paragraph, and page keys and direction arrows.

Prerecorded Operator Abbreviations – Automatically inserts one of 26 previously defined words or phrases into the text by simple commands.

*Features used in example above.

Headings/Footings – Lets you specify heading/footer text once (document title, company name, etc.) to have it print automatically on each page of the document. Correct page numbers will be assigned to each page even when text is added or deleted during revision.

Revision Features

Deletion – Deletes easily by character, word, sentence, or paragraph.

Search and Replace – Searches a complete document for all occurrences of any specified character, word, or character combinations and replaces and adjusts the text automatically with any character, word, or combination.

Case – Changes all alphabetic characters to upper case.

Character Swap – Reverses two characters (transposition is a common typographical error).

Printout Features

Printout Queuing – Allows a number of documents to be lined up for subsequent printout.

Slave Printer – A word processing printer connects directly to each terminal, plus access to high speed printer for rough drafts.

DataWord II™

DataWord II eliminates most retyping and simplifies the tasks of rearranging and revising text. Whether you're updating a report or changing a lengthy document, adding or deleting words or lines from text, or just correcting typographical errors, you'll find that editing on the DataWord II system is simple.

Type at draft speed without worrying about errors—they can be corrected directly on the display, ensuring accurate final copy. And for last-minute copy changes, you can quickly recall and display text. Make your changes, and the system automatically adjusts by expanding or closing the modified text.

The DataWord II components integrate with a Basic Four® computer system through the Basic Operating System Software (BOSS). BOSS lets word processing operate concurrently with data processing on the same system.

And because each DataWord II terminal contains its own microprocessor, it can do word processing independently of the other terminals. So the main computer isn't tied up with word processing tasks.

For instance, you can use input from the data processing files along with the DataWord II integrated letter generator feature to make customized letters from a standard format.

How does this work? Well, in the normal data processing routine, a business can use the order entry module of our applications software to process orders, print packing lists, and prepare shipping labels. And can create a standard letter to send to customers with items on backorder.

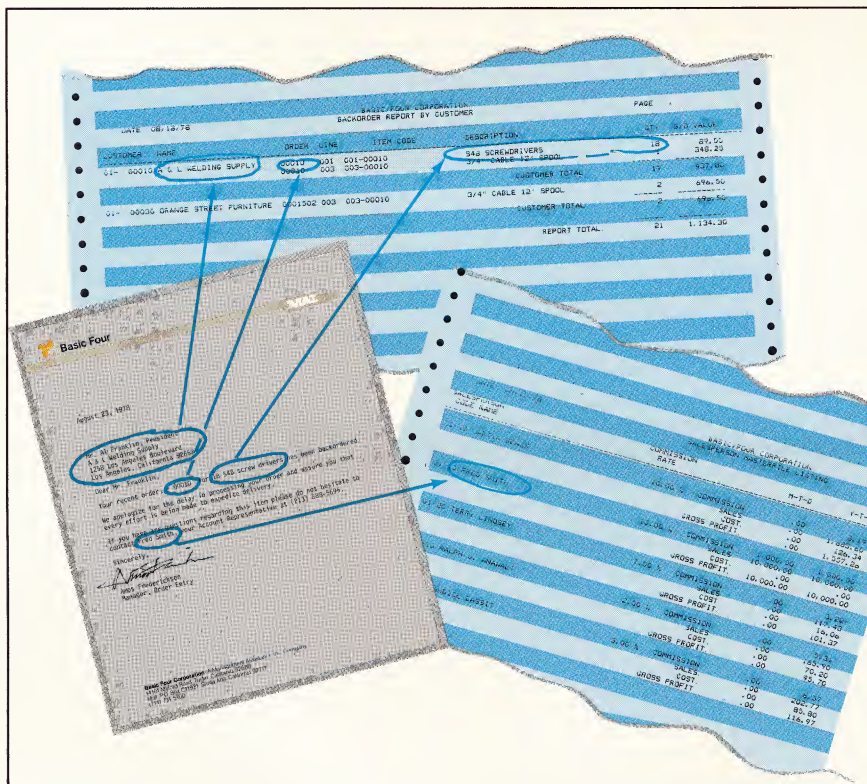
But maybe you can give better service to your customers by preparing individual letters for each one who has items on backorder. Quite a task, right?

A simple task with DataWord II. By using data files, the integrated letter generator automatically extracts information from order entry and includes it in a letter to a specific customer. Your standard letter easily becomes a customized letter, and you don't need to tie up hours of staff time collecting and preparing the information.

DataWord II also offers the following applications:

- Letters to delinquent accounts
- Follow-up sales letters
- Production schedule reports
- High-volume reports generated using data processing files

You'll be getting more than a word processor for your money. You'll have a system that keeps improving as you choose to add other functions later.



Word processing shares on-line data processing to let you create a customized letter.

Display Terminal

The multifunction display terminal provides a 15-inch display equivalent to a full page of text (8½x11). There are 64 displayable lines of 80 characters each. You can display lines up to 126 characters by using the horizontal scrolling feature. Special display effects include underline, blinking, reverse video, and high/low intensity.

The terminal has a typewriter keyboard and a keypad (located to right of keyboard) with special word processing function keys. The keyboard connects to the terminal with a coil cord that allows you to move the unit for more convenient and easier operation.



SPECIFICATIONS

Keyboard Character Set: An extended ASCII character set including a typewriter keyboard and control and special function keys.

Character Display Capacity: 5,120 characters; up to 80 characters-per-line; 64 lines.

Screen Size: 15 inch diagonal.

Character Structure: 7x9 dot matrix in 9x12 character cell.

Dimensions:

Width:	18.7 in. (47.5 cm)
Depth:	23.0 in. (58.4 cm)
Height:	16.6 in. (42.2 cm)
Weight:	45.8 lbs. (20.7 kg)

Power (each terminal):

Voltage:	100/120/240 ± 10%
Frequency:	50/60 Hz
Phase:	Single
Volt Amps:	125



Word Processing Printer

The word processing printer combines speed, versatility, and reliability to provide excellent typewriter-quality printing. A high-resolution daisy printwheel prints at speeds up to 45 characters per second, with rapid carriage movement giving rapid horizontal tabbing. You can print documents at 10 or 12 characters per inch and with the right margin automatically justified.

Faster printing rates can be achieved by using the host system printer for draft copies of documents.

SPECIFICATIONS

Printer Speed: Up to 45 cps.

Print Line: 12.6 inches maximum text line.

Line Spacing: 6 lines-per-inch.

Paper Width: 15 inches maximum. (standard letter paper may be used).

Copies: Original plus five, depending upon paper thickness.

Paper Feed: 4 inches-per-second plus 50 ms setting delay.

Dimensions:

Width:	23.2 in. (59.1 cm)
Depth:	15.7 in. (39.9 cm)
Height:	8.2 in. (21.0 cm)
Weight:	48 lbs. (21.8 kg)

Power:

Voltage:	115 ± 10%
Frequency:	60 Hz
Phase:	Single
Volt Amps:	195.5

The base configuration of DataWord II consists of one multifunction display terminal, one daisy-wheel character printer, and required user memory for the word processing software, and all necessary cables. DataWord II is designed to operate on Basic Four systems.

All specifications are subject to change without notice.

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BFC 3036

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News Release

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**MAI'S BASIC FOUR CORPORATION DEMONSTRATES FIRST FULL-PAGE
INTELLIGENT DISPLAY FOR WP/DP AT OFFICE AUTOMATION CONFERENCE**

ATLANTA, Georgia, March 3, 1980--Basic Four Corporation, a Management Assistance Inc. company, will be demonstrating the first full-page, intelligent word processing display available with concurrent data processing and communications capabilities during the Office Automation Conference at the Georgia World Congress Center here through March 5.

Basic Four Corporation is at Booth 1501.

Designated DataWord IITM, the new system is designed for use on the Basic Four[®] System 410 business computer featuring a 15-inch multifunctional display terminal and a standard typewriter keyboard with a 10-key numeric pad for rapid data entry.

In addition to the System 410, the System 610 business computer will also be demonstrated at the show as well as the

ADD
BFC AT OAC
PAGE TWO

WordstreamTM word processing system.

The System 410 is a multi-terminal business computer designed for small- to medium-sized companies making the transition from manual accounting methods to computers. The configuration on display at OAC consists of a CPU with 96K memory, one 42 megabyte disc drive, one VDT, one 2.3 megabyte tape cartridge drive, one 160 character-per-second printer, and one DataWord II MDT (multi-function display terminal) and printer. The DataWord II MDT is an intelligent full-page display used for word processing or data processing and is able to use the System 410's disc files.

In addition to the DataWord II capability, examples of Basic Four Corporation's applications software are being demonstrated on the System 410 at OAC including CBS IIITM.

CBS III (Comprehensive Business System) is designed to help solve general accounting problems common to most organizations. The modular system consists of programs for order processing, accounts receivable, sales analysis, inventory control, accounts payable, payroll, purchase order processing, fixed assets, and general ledger.

A medium-sized multi-terminal business computer, the System 610 configuration shown at OAC consists of a CPU with 96K memory, two 35 megabyte disc drives, one 300 line-per-minute printer, four VDTs, and one 9.2 megabyte mag tape

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cartridge drive.

Applications software packages being demonstrated on the System 610 at the conference include (Interactive Computer System Inc.'s) Club Management SystemTM and Contractors Accounting SystemTM.

The Club Management System is a comprehensive, interactive information system designed to meet the needs of almost any club or organization. It can be used in yacht clubs, racquetball clubs, health clubs, tennis clubs, supper clubs, as well as traditional country clubs. The system provides for daily chit processing, food and beverage sales analysis, and statements that include locker rental, greens fees, etc., as well as the traditional accounting functions of payroll, accounts receivable, accounts payable, fixed assets, and general ledger.

The Contractors Accounting SystemTM, designed to handle accounting and control requirements for construction and service contract jobs, keeps track of an operation's costs by job, phase, and function, and provides a full range of status reports reflecting those costs. The package also maintains running totals on actual and estimated work expenses and highlights their variance.

The Wordstream system is a minicomputer-based, shared-logic word processing system. The basic system

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consists of a single, full-page display terminal, one high-speed character printer, two diskette drives, and a system console containing logic and memory circuitry. The system is field-expandable to 12 full-page displays, 10 diskette drives, and three printers.

The fully featured full-page display (4,560 characters) permits entry/editing of text on a character, word, sentence, or paragraph basis. A variety of hardware options are available. These include OCR, communications, on-line disc storage for up to 8,000 pages of text, and Double-WideTM and Dual-HeadTM printers. Applications software includes spelling verification, forms fill-in and paragraph assembly.

Basic Four Corporation is a pioneer and a world leader in small business computer systems. The parent company, Management Assistance Inc., through its subsidiaries and non-affiliated distributors, manufactures, markets and services information processing equipment throughout the United States, Puerto Rico and in over 30 foreign countries.

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